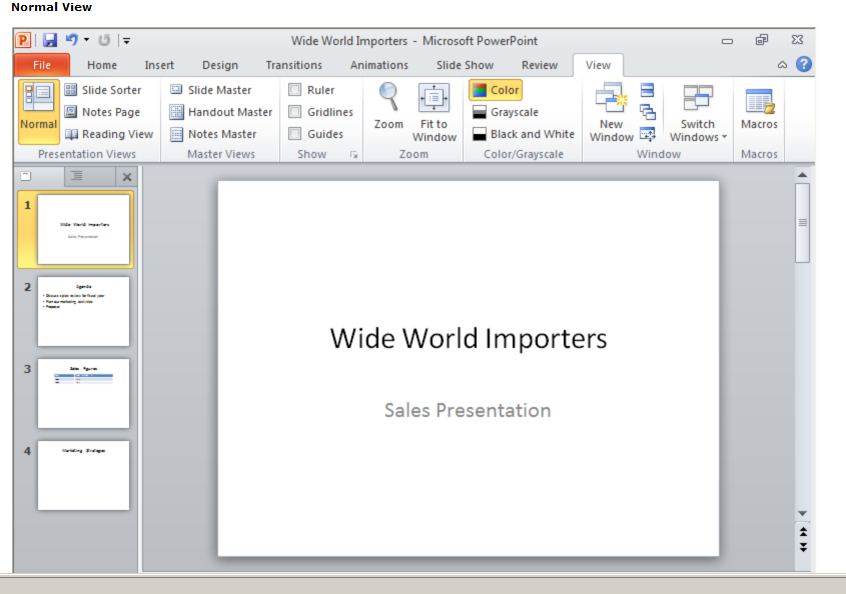
The PowerPoint Environment

Views: The **Normal view** is the main editing view in which you write, modify, and format content on the slides. The work area in the Normal view is divided into the following four sections:

*Slides tab. Outline tab. Slide pane. Notes Pane*

­­­­­--\_\_\_\_\_\_\_\_\_\_\_ displays thumbnail images of all the slides in the active presentation. Using the Slides tab, you can easily navigate through the presentation and rearrange, insert, or delete slides.

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shows the text on the slides in outline form. Using the Outline tab, you can easily move slides and text.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to see the selected slide as it appears in the presentation. Using this pane, you can add content, graphics, animations, sounds, and charts on the selected slide.
* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* While delivering your presentation, you might want to refer to extra information, supporting images, pointers, or examples to make your presentation more interesting and useful. You can create notes for each slide in the Notes pane located below the Slide pane. Later, you can print your notes and refer to them when you give your presentation.

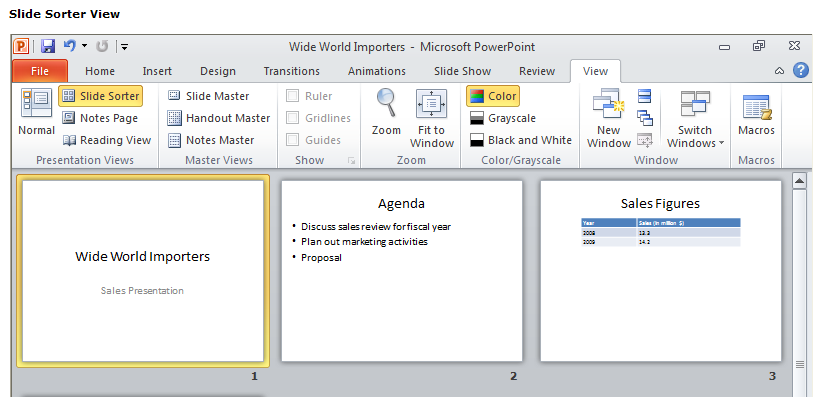


Drag Edges to Enlarge Image

Slide Sorter View

***Why would you use the slide sorter view?***

To view the thumbnails of all slides in the presentation, on the View tab, in the Presentation Views group, click Slide Sorter.



Notes Page

***How do you view the Notes Page?***

Reading View

**What is the Reading View used for? List some uses**

To view a slide show that fits within a window, on the View tab, in the Presentation Views group, click Reading View.

Creating a Basic PowerPoint Presentation

Using Templates

To start creating a presentation in PowerPoint 2010, open the new Presentation window by clicking New in the Backstage view. The New page provides several options for creating a new presentation:

***What is the default template for PowerPoint?***

*Predefined templates*. **List some examples of the predefined templates, browse though**

* *New presentation from existing*. You can create a presentation that is similar in design and content to an existing presentation by using the New from existing option.
* *Office.com templates*. The Office.com Web site includes a number of templates that you can customize. The Office.com Templates section on the New page includes templates such as Award Certificates, Agendas, Flyers, and Invitations. You can select a template and then download it from the Web site.

**Lesson Quiz: Copy and paste this into another document, answer in bold, insert name in header. Save As “Lesson 1 quiz” print and submit**

True or False

1. In Microsoft PowerPoint 2010, commands are located within a group.

2. Right-clicking will display the shortcut menu appropriate for the area that you

selected.

3. Slides cannot be duplicated in PowerPoint.

4. Frequently used commands are located on the Quick Access Toolbar.

5. Once a slide is inserted into the presentation, the layout of the slide may not

be altered.

Multiple Choice

1. Microsoft PowerPoint is a \_\_\_\_\_ program which allows users to create

professional slide shows.

a. Word Processing

b. Graphic

c. Slide show

d. Presentation graphics

2. When developing a presentation, it is a good rule of thumb to keep the words

\_\_\_\_\_.

a. As descriptive and detailed as possible

b. Abbreviated

c. to a minimum (use the less is more principle)

d. As lengthy as possible

3. \_\_\_\_\_ is the default view in Microsoft PowerPoint 2010.

a. Outline

b. Normal

c. Notes Page

d. Slide Show

4. The file name appears in the \_\_\_\_\_.

a. Status bar

b. Quick Access Toolbar

c. Title bar

d. Menu bar

5. Which of the following characters are allowed in a filename?

a. ? question mark

b. \* asterisk

c. \_ underscore

d. : colon

Slide 3: Use the Title and Content Slide : Two pictures and 5 best tourist attractions

Slide 4 Use the Title and Content Slide : Your favorite 3 restaurants. Use their logo

Save as NHC

Creating an Outline

You can create an outline of a slide show in Word 2010, and then send the outline to PowerPoint 2010. To create the presentation, you need to display the document in the Outline view. Each paragraph formatted with the Heading 1 style becomes the title of a slide in PowerPoint 2010. Similarly, each Heading 2 paragraph or bullet point becomes the first level of text in the slide. If the text in the Word 2010 document is not in the heading format, the text will not be placed in the PowerPoint 2010 presentation.

To create an outline of a slide show in Word 2010, perform the following steps:

1. To open Word 2010, click **Start**, point to **All Programs**, click **Microsoft Office**, and then click **Microsoft Word 2010**.
2. To view the Word document in the Outline view, on the **View** tab, in the **Document Views** group, click **Outline**.
3. To add a title for a slide, in the **Outlining** tab, in the **Outline Tools** group, in the **Outline Level** list, ensure that **Level 1** is selected, and then type the text you want to display as the title of a slide.
4. To add bullet points in the slide, press ENTER; in the **Outlining** tab, in the **Outline Tools** group, in the **Outline Level** list, select **Level 2**, and then type the text you want to display in the bulleted list on the slide.
5. On the **File** tab, click the **Options** button.
6. In the **Word Options** dialog box, select **Quick Access Toolbar**.
7. On the **Customize the Quick Access Toolbar** page, in the **Choose commands from** list, select **All Commands**.
8. In the **All Commands** list, scroll down, select **Send to Microsoft PowerPoint**, and then click **Add**.
9. In the **Word Options** dialog box, click **OK**.
10. On the **Quick Access Toolbar**, click the **Send to Microsoft PowerPoint** button.

Working with Text Boxes

In PowerPoint 2010, editing text is simple. 1You can type and edit text on the Outline tab or in the text boxes on slides.

You can double-click a word to select the word, and then type the new text.

Using the 2Find and Replace commands on the Home tab, you can find specific text and replace it with the required text.

You can select text by using the Outline tab. To select an entire slide title, on the Outline tab, click the slide icon. To use the ribbon to select all text on a slide, click anywhere on the slide, and then on the Home tab, in the Editing group, click Select, and then click Select All.

To ensure that a presentation is appealing to viewers, pay attention to the placement and formatting of the text in the slides. You can manipulate a text box as a unit. You can drag the text box to reposition it. You also can copy the text box just by holding down the CTRL key while you drag the text box.

3If you want a text box to display a border even when the text box is not selected, you can change the line color of the border. To add color to a text box outline, right-click the text box, and then in the Format Shape dialog box, select the Solid line option on the Line Color page.

In the Font dialog box, you can specify the font, font style, size, color, underline style, and effects that you want to apply to the text in all text boxes that you create in the presentation.

You can also add other effects, such as a fill color, outline formatting, or a special effect. After you apply specific settings to a text box, you can save these settings as the default settings for text boxes.

To copy the formatting of a particular text, use the Format Painter button on the Home tab in the Clipboard group.

To undo an action or a change that you made, click the Undo button on the Quick Access Toolbar. If you undo an action by mistake, click the Redo button on the Quick Access Toolbar to reverse the action.

Review Questions

From the Working with Text Boxes section answer the following questions.

1. What two locations can you edit text?
2. What does the find and replace feature help you do?
3. How do you change the border color of one of the text boxes?

Activity

Open the NHC PowerPoint presentation that you created earlier.

* Apply a theme
* Change the Headings to WordArt
* Go to the slide sorter view and rearrange the slides. They will be in the following order:
  + Title slide
  + Attractions
  + Restaurants
  + History

**Lesson Quiz: Copy and paste this into another document, answer in bold, insert name in header. Save As “Lesson 1 quiz” print and submit**

**True/False**

1. The F1 key will run the slide show.

2. Printing a presentation for future reference is considered good practice.

3. Presentations are saved with a .pptx file extension.

4. New Slides may be inserted at any point in the presentation.

5. Slide layout may be changed using the New Slide command on the

Home Ribbon.

Multiple Choice

1. When preparing for a presentation, the best place is start is by\_\_\_\_\_.

a. establishing a need

b. analyzing the audience

c. determining what is to be included

d. beginning to gather information

2. Information that is to be hidden from the audience should be placed in the

\_\_\_\_\_.

a. Outline pane

b. Notes pane

c. View pane

d. Slides area

3. Slide shows may be controlled using the mouse and the \_\_\_\_\_ keys.

a. F1 and F2

b. Page Up and Page Down

c. Shift and Entered. ALT and CTRL

4. \_\_\_\_\_ are boxes that are displayed in a new slide.

a. Text area

b. Place boxes

c. placeholders

d. information boxes

5. \_\_\_\_\_ is located directly above the Home Ribbon Tab.

a. Quick Access Toolbar

b. Standard Toolbar

c. Shortcut Menu

d. Common Toolbar